VEC | Value Excellence Consulting

www.lowestbid.co.in

# bestBuy | User Manual

Value Excellence Consulting

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## User Manual

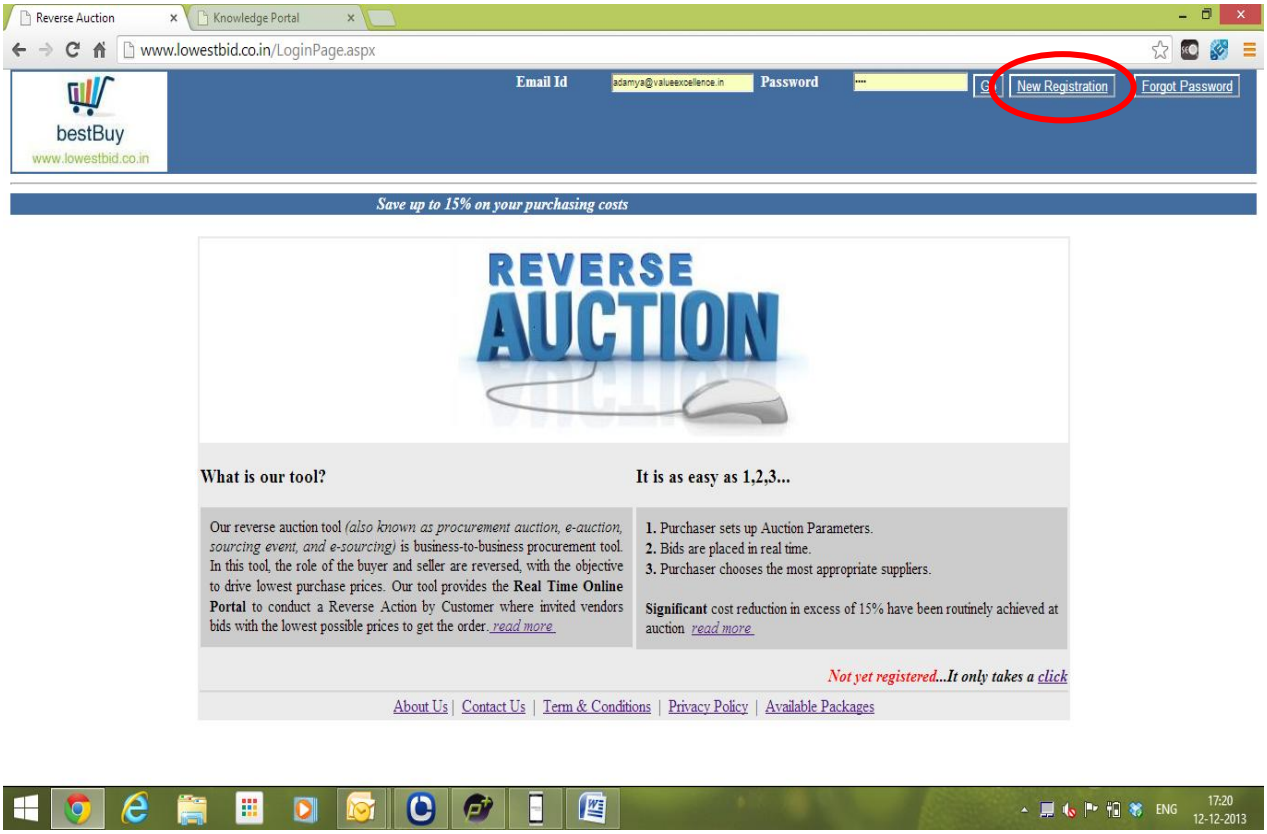
To start using the website one need to register himself/herself on the website.

Step by Step Procedure has been detailed below:

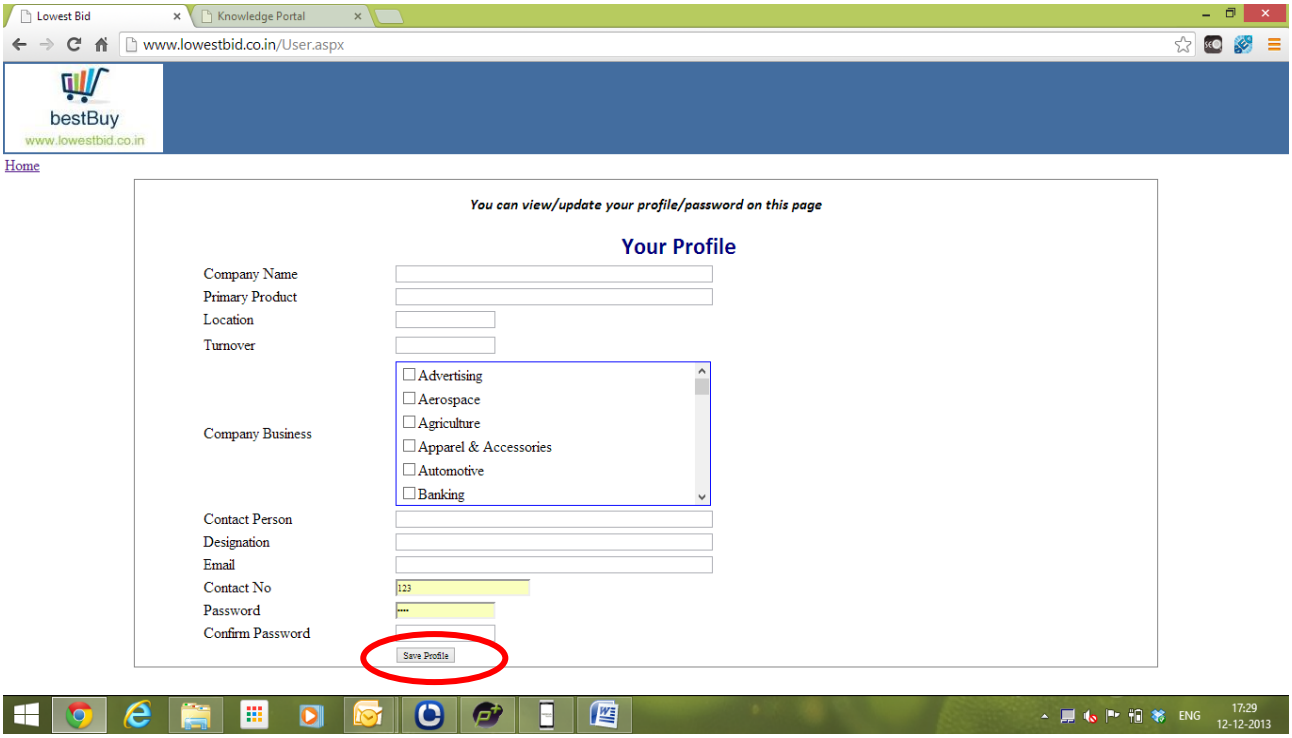
Please visit www.lowestbid.co.in

## Getting registered

i. Please click on the ***New Registration*** button


Reverse Auction
Knowledge Portal
www.lowestbid.co.in/LoginPage.aspx
bestBuy
www.lowestbid.co.in
Email Id
adamya@valueexcellence.in
Password
New Registration
Forgot Password
Save up to 15% on your purchasing costs
REVERSE AUCTION
What is our tool?
It is as easy as 1,2,3...
Our reverse auction tool (also known as procurement auction, e-auction, sourcing event, and e-sourcing) is business-to-business procurement tool. In this tool, the role of the buyer and seller are reversed, with the objective to drive lowest purchase prices. Our tool provides the Real Time Online Portal to conduct a Reverse Action by Customer where invited vendors bids with the lowest possible prices to get the order. read more
1. Purchaser sets up Auction Parameters.
2. Bids are placed in real time.
3. Purchaser chooses the most appropriate suppliers.
Significant cost reduction in excess of 15% have been routinely achieved at auction read more
Not yet registered...It only takes a click
About Us | Contact Us | Term & Conditions | Privacy Policy | Available Packages
ENG
17:20
12-12-2013

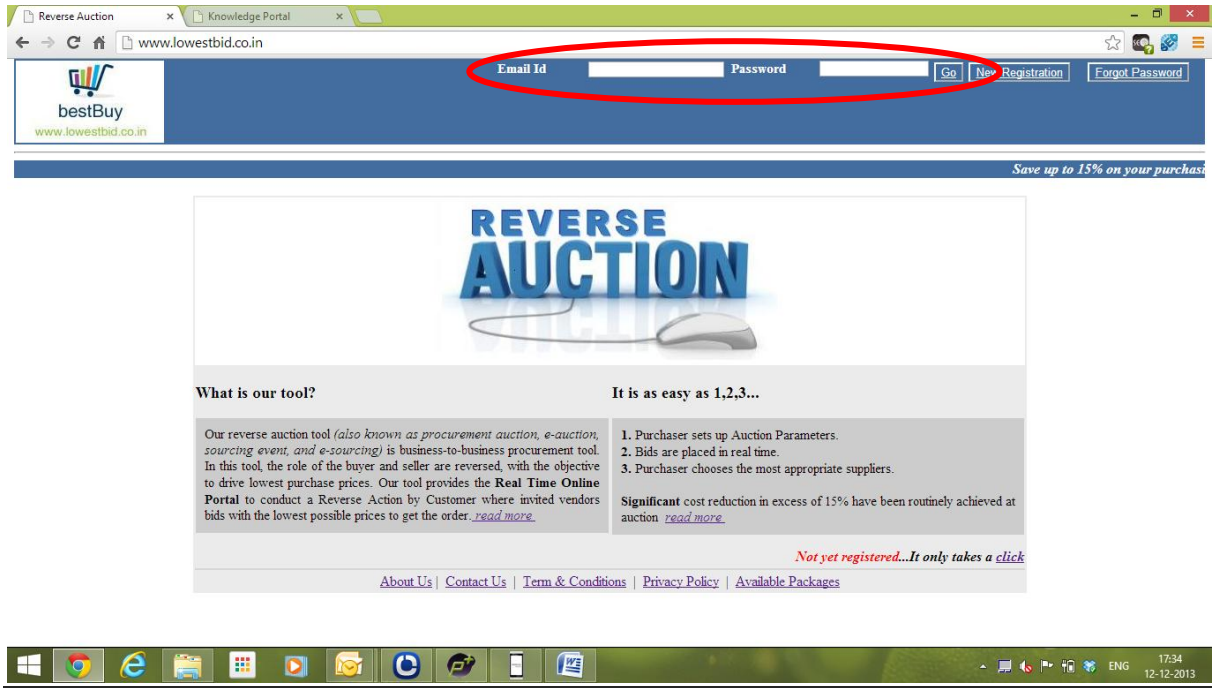
ii. Complete the registration form and click on ***Save Profile*** button




iii. You will receive the confirmation mail on your register email, please open your mail and click on the link received in mail body.

## Login on the site

1. Input your registered email and password and click on ***Go***


Reverse Auction
Knowledge Portal
www.lowestbid.co.in
bestBuy
www.lowestbid.co.in
Email Id
Password
Go
New Registration
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Save up to 15% on your purchas
REVERSE AUCTION
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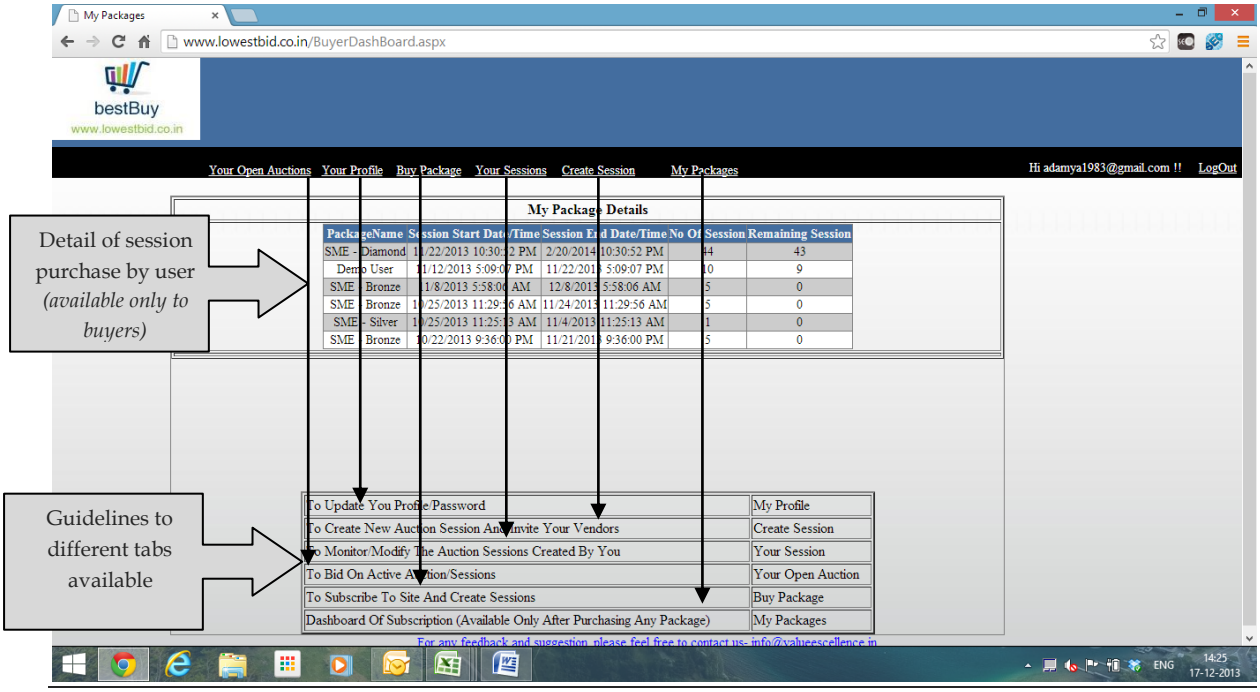
Not yet registered...It only takes a click
About Us | Contact Us | Term & Conditions | Privacy Policy | Available Packages

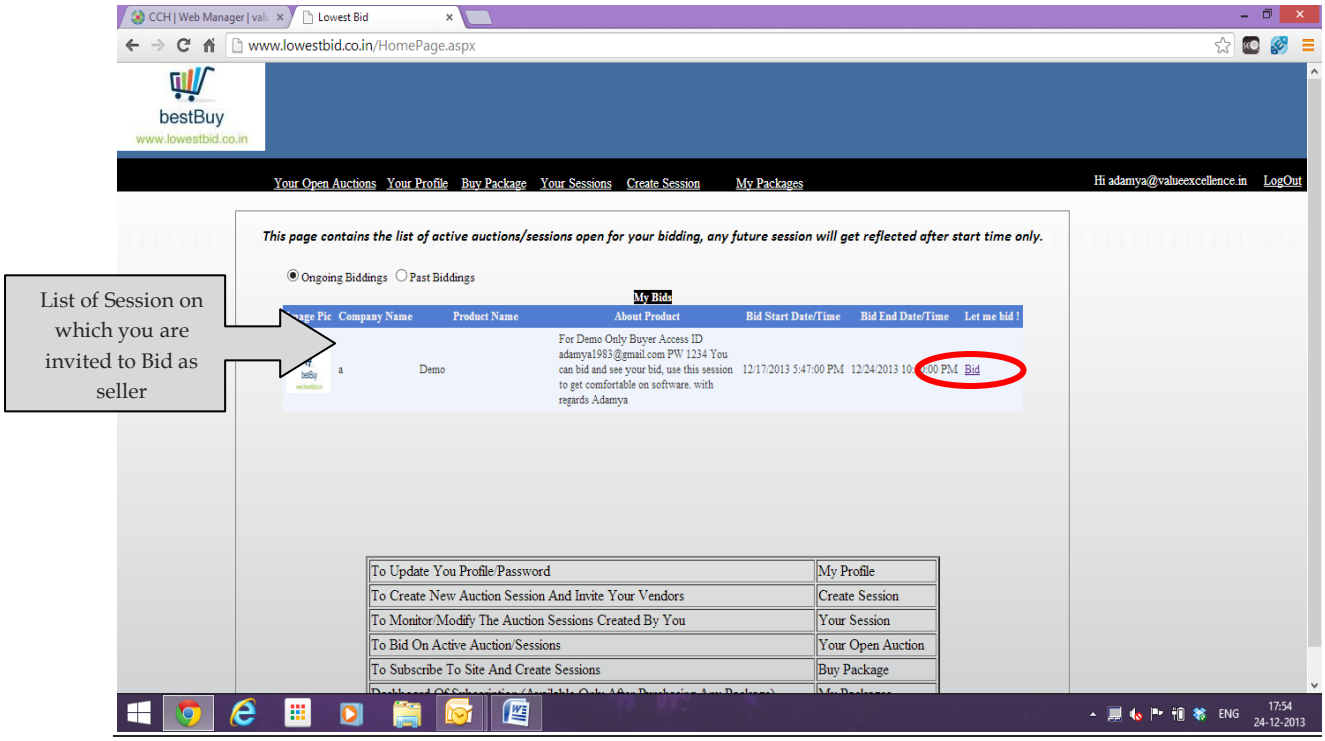
2. After login you will see following type of page



## 3. Usage of Different Tabs

### Your Open Auctions

This page reflects the auctions in which you have been invited as seller. To bid on any session please click on ***Bid*** button respective to the session.

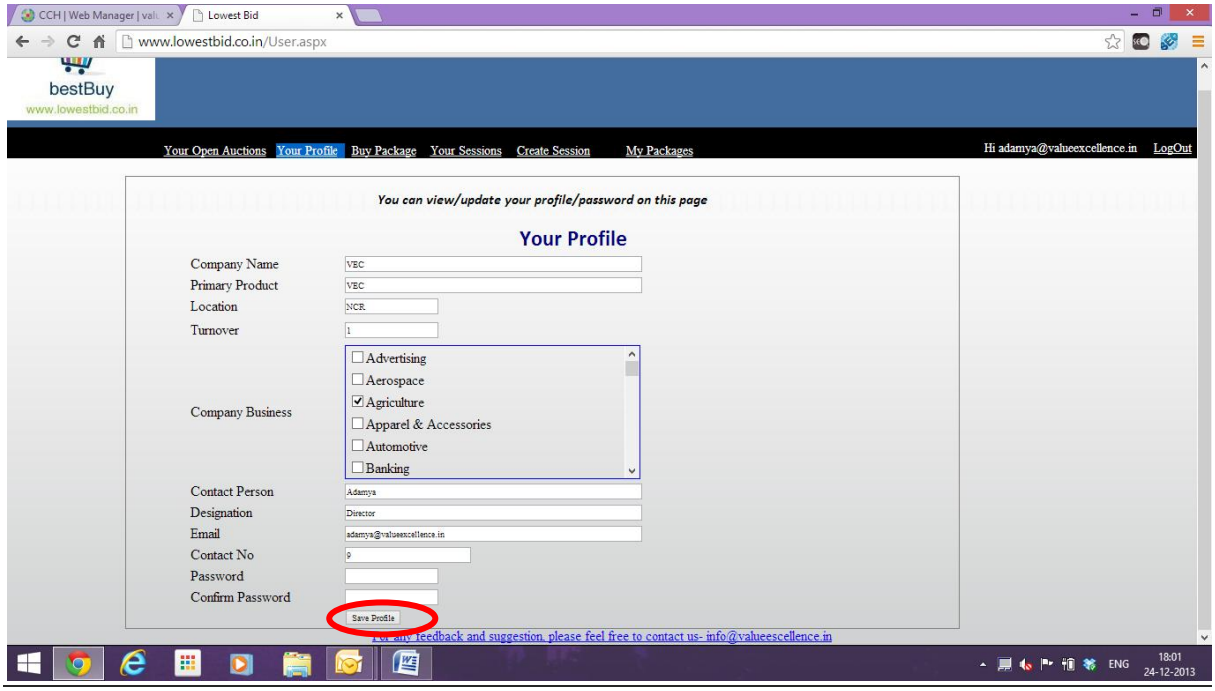



***Please note that Sessions are displayed only after auction start time as stated in invitation mail.***

## Your Profile

On this page you can update your profile, update your password etc.

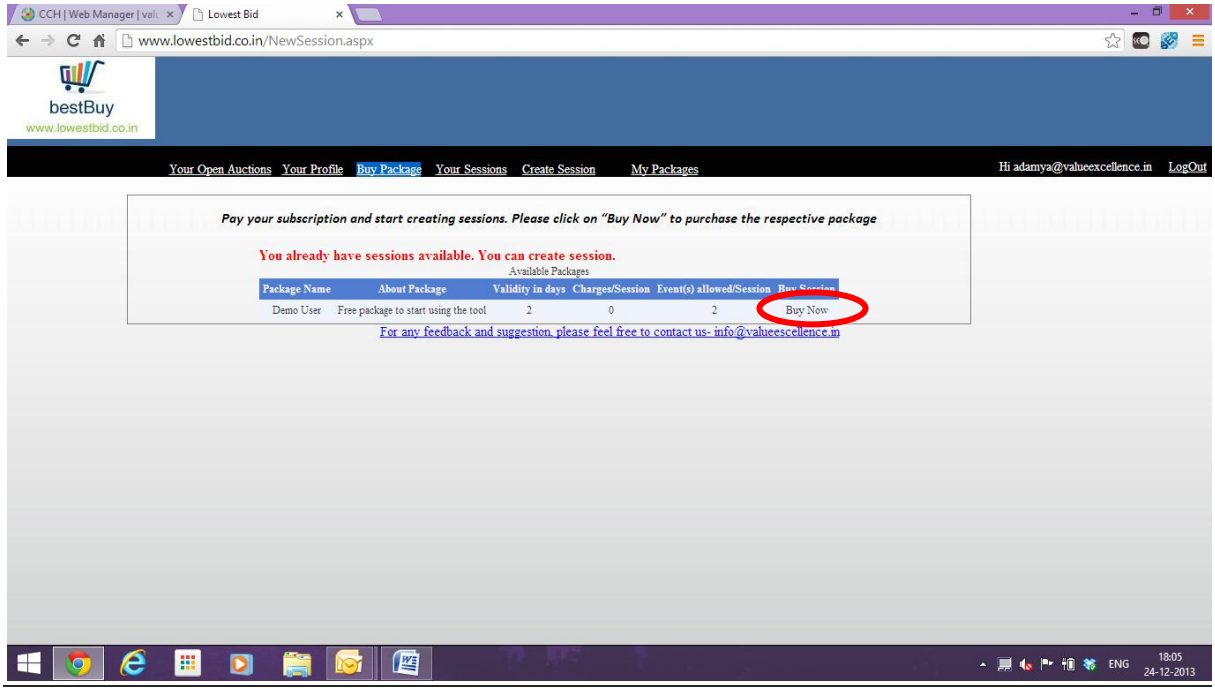
To save the fields edited, please click on ***Save Profile***



## Buy Package

To act as buyer, you need to purchase one of the available subscription packages. To purchase the package you need to

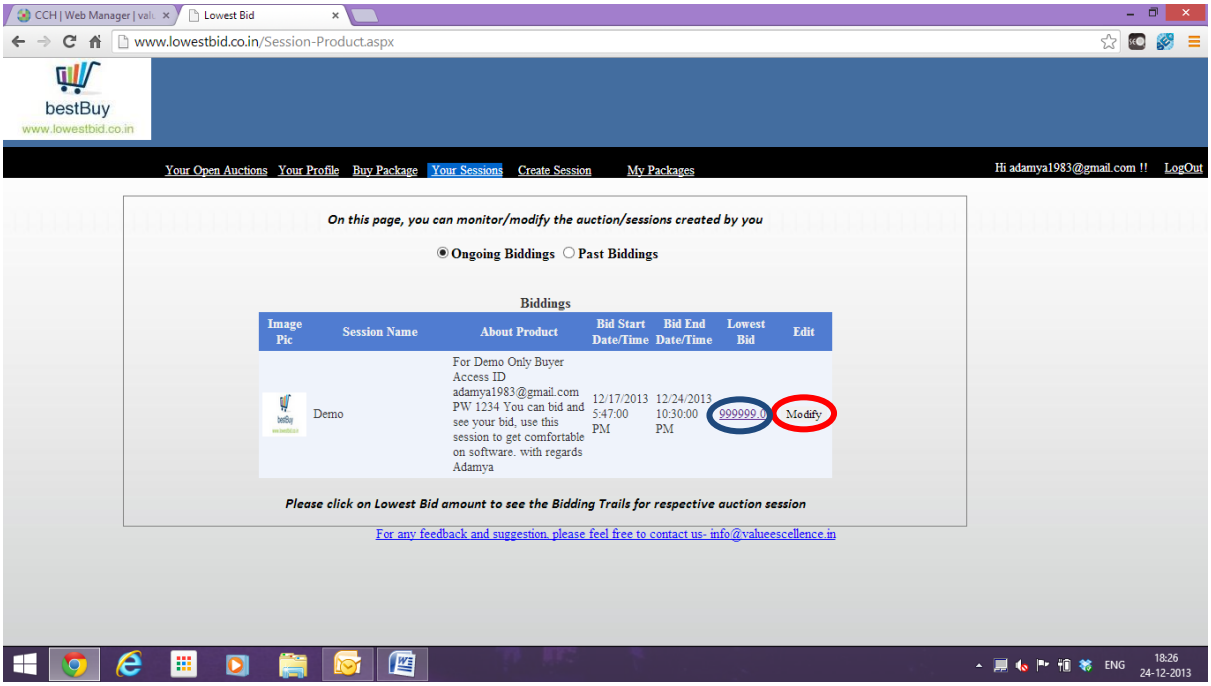
1. Go on tab "Buy Package" page
2. Select package you wanted to buy
3. Click on ***Buy Now*** against the selected package



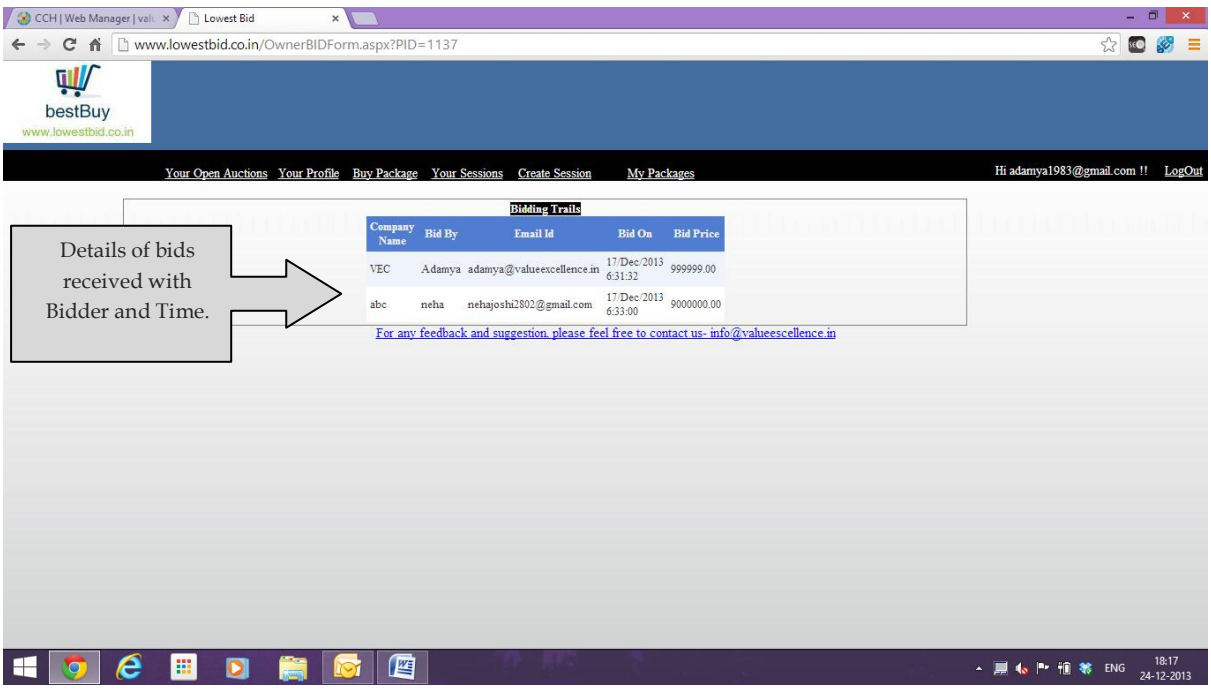

***Please note that at a time you can buy only one package and Buy Now button will remain deactivated if you already have one package.***

## Your Sessions

This page displays the sessions created by you as buyer. Here you can modify your sessions, Review the movement in you sessions etc.

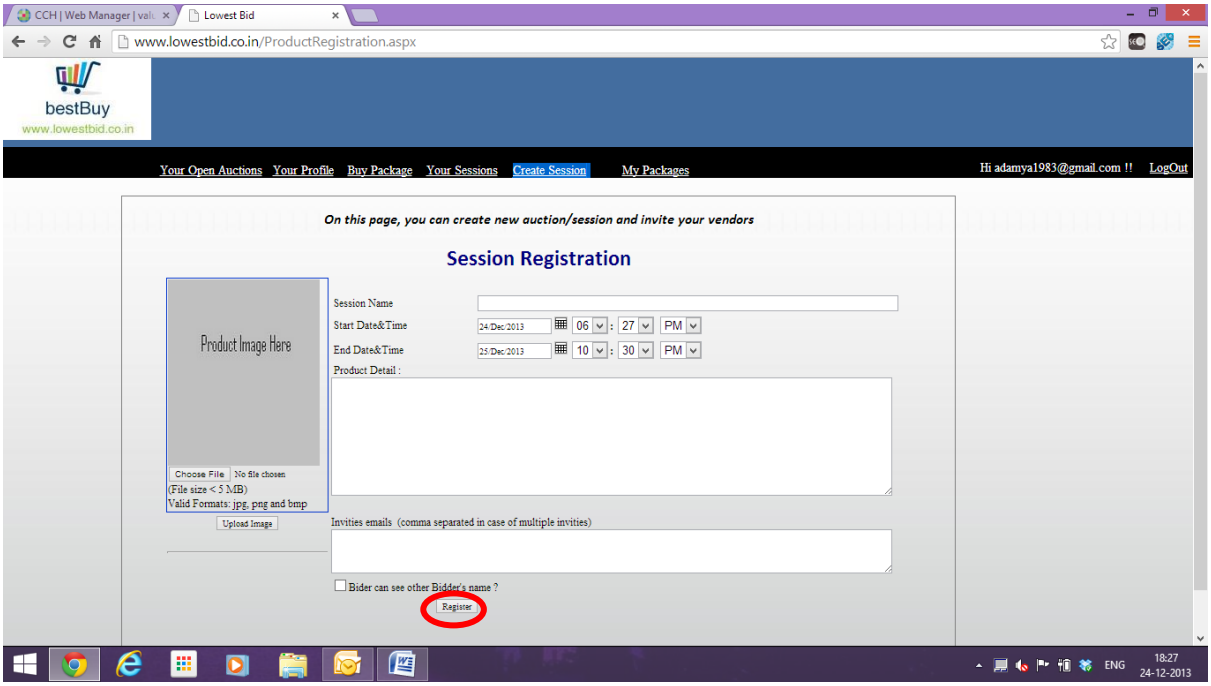



1. To modify the session, please click on ***Modify***
2. To see the movement of session please click on lowest price **(blue circle)** and this open following page



## Create Session

This page is use to create a session



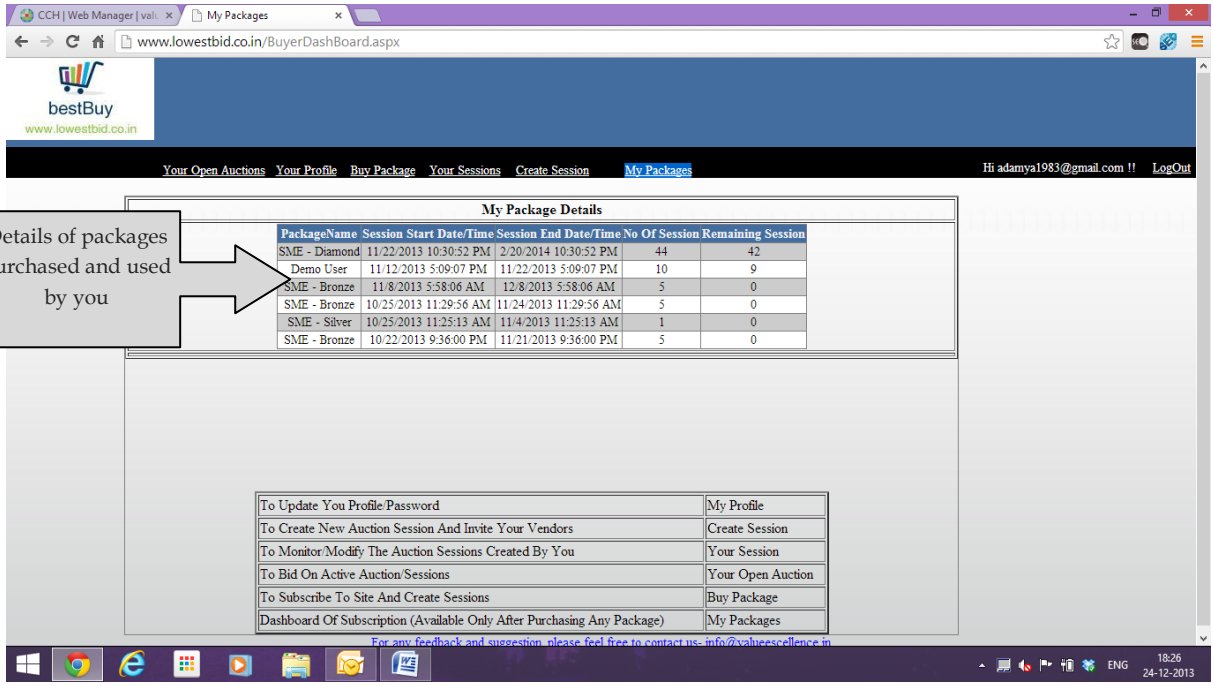

You need to complete all the required details and click on register.

On registration, system will give you confirmation and send the invitation mails to all email IDs mentioned in the invitee box with the basis details of session.

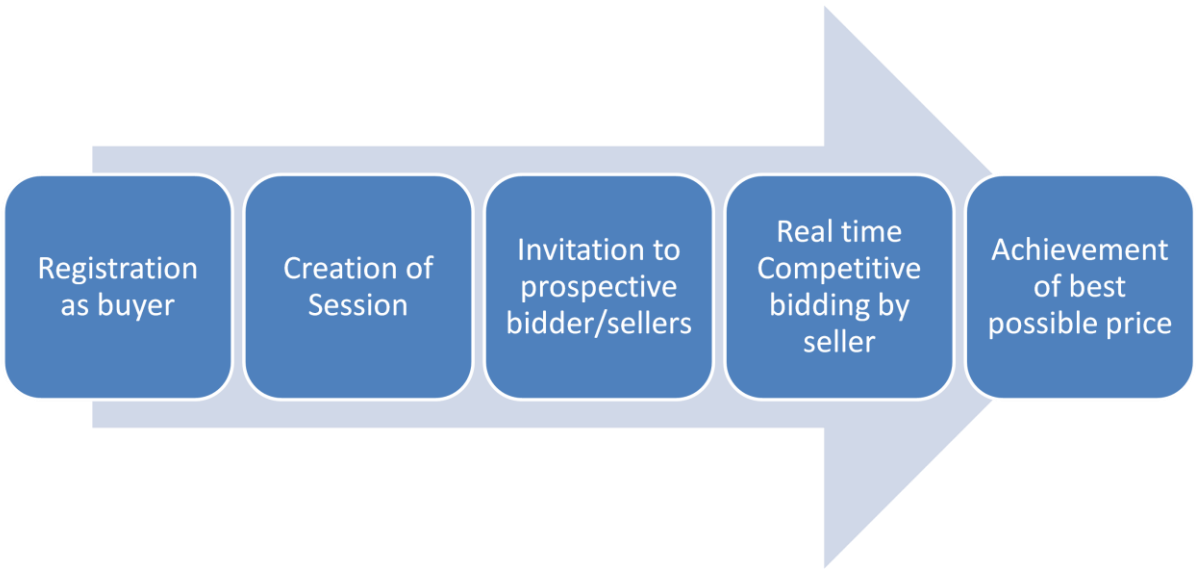
***Please note that there has to be at least two hour gap between session creation and start time.***

# My Packages

This page displays the details about the packages purchased and used.


Details of packages purchased and used by you
My Packages
www.lowestbid.co.in/BuyerDashBoard.aspx
bestBuy
www.lowestbid.co.in
Your Open Auctions
Your Profile
Buy Package
Your Sessions
Create Session
My Packages
Hi adamya1983@gmail.com !!
LogOut
My Package Details
PackageName | Session Start Date/Time | Session End Date/Time | No Of Session | Remaining Session
SME - Diamond | 11/22/2013 10:30:52 PM | 2/20/2014 10:30:52 PM | 44 | 42
Demo User | 11/12/2013 5:09:07 PM | 11/22/2013 5:09:07 PM | 10 | 9
SME - Bronze | 11/8/2013 5:58:06 AM | 12/8/2013 5:58:06 AM | 5 | 0
SME - Bronze | 10/25/2013 11:29:56 AM | 11/24/2013 11:29:56 AM | 5 | 0
SME - Silver | 10/25/2013 11:25:13 AM | 11/4/2013 11:25:13 AM | 1 | 0
SME - Bronze | 10/22/2013 9:36:00 PM | 11/21/2013 9:36:00 PM | 5 | 0
To Update You Profile/Password | My Profile
To Create New Auction Session And Invite Your Vendors | Create Session
To Monitor/Modify The Auction Sessions Created By You | Your Session
To Bid On Active Auction/Sessions | Your Open Auction
To Subscribe To Site And Create Sessions | Buy Package
Dashboard Of Subscription (Available Only After Purchasing Any Package) | My Packages
For any feedback and suggestion, please feel free to contact us- info@valueescellence.in
ENG
18:26
24-12-2013

**4.** How System Works


Registration as buyer
Creation of Session
Invitation to prospective bidder/sellers
Real time Competitive bidding by seller
Achievement of best possible price

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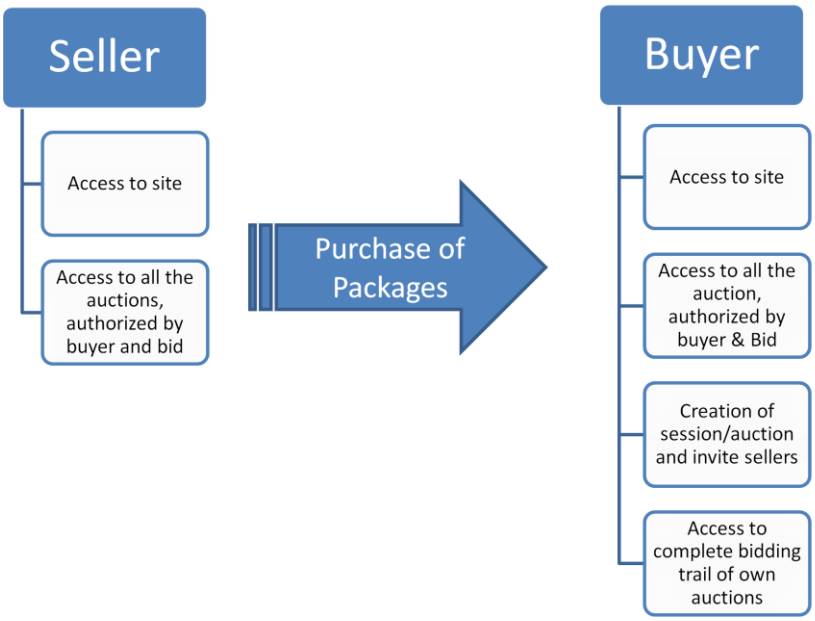
***Every bidder/seller can give multiple bids and it will continue till the time one of the bidders give the price/rate which is not competed by any other vendor or in other words minimum possible price achieved.***

**5.** Type of Users


Seller
Access to site
Access to all the auctions, authorized by buyer and bid
Purchase of Packages
Buyer
Access to site
Access to all the auction, authorized by buyer & Bid
Creation of session/auction and invite sellers
Access to complete bidding trail of own auctions

*Thank you*

*Please feel free to contact us at Info@valueexcellence.in to know more or for any support.*